

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-06-B064 POSITION: Human Resources Generalist
(Employee/Labor Relations), DS-301-12

OPENING DATE: 02-24-06 CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 03-10-06 SALARY RANGE: \$50,336 - \$64,853 Per Annum

WORK SITE: WASHINGTON, D.C. TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: None AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA) ODDA, OHR

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years
☐ Temporary (Up to 1 year, Not-to-Exceed) _____

☐ This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is primarily responsible for providing guidance, consultation and assistance to managers and employees on employee relations matters. Provides advice on grievances and appeals, corrective and adverse actions, employee discipline, and related matters. Negotiates and administers labor agreements, confers with management, providing guidance, consultation and staff assistance on a variety of labor relations matters. Receives, responds to and resolves employee relations issues from employees, supervisors and managers. Provides the full range of advisory services to all CFSA supervisors, managers, administrators and employees. Provides information to supervisors and managers on CFSA and District regulatory requirements affecting employee relations. Advise CFSA staff in implementing and maintaining a positive performance management program to include employee rewards and recognition. Assists in the development of progressive discipline for CFSA employees; guides employees in resolving work related problems adversely affecting performance. Counsels employees and provides information on rights and obligations under the District's merit systems. Meets with operating officials to gather information regarding complaints, grievances, corrective and adverse actions, disciplinary problems, and official hearings. Completes special projects and studies and prepares reports related to the employee relations program. Develops collective bargaining positions, proposals, counterproposals, rebuttals, strategies and tactics. Responsible for developing goals and for analyzing cost of union and management proposals and agreements in compensation negotiations. Represents management in a variety of administrative hearings under the negotiated contract. Investigates, researches, and represents management at grievance arbitration hearings and unfair labor practice hearings. Participates in seminars for CFSA management on contract provisions and impact. Drafts substantive personnel documents as directed by the Administrator and/or supervisor.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Bachelor's degree in Human Resources Management or related course of study, or equivalent work experience
- 3-5 years Human Resources experience as a generalist, with at least 2 or more years specifically in employee relations and labor relations
- SPHR/PHR or IPMA-CP certification is preferred

SUBMISSION OF RANKING FACTORS

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES ADMINISTRATION

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Extensive knowledge of Federal, State or District laws related to Human Resource management;
2. Extensive working knowledge of Human Resources Management principles and practices, rules, regulations, trends, and developments; ability to negotiate and administer labor management agreements; Demonstrational experience in monitoring performance management and incentive program in employee relations issues and to negotiate and administer labor monitoring performance management and incentive programs;
3. Extensive working knowledge of employment law to include, but not limited to the FLSA, FMLA, ADEA, ADA, NLRA, ERISA and Title VII of the 1964 and 1991 Civil Rights Acts. Experience with collective bargaining agreements, negotiation and labor law. Prior experience in a unionized work environment is preferred;
4. Working knowledge of Microsoft Office, Word, Excel, Power Point and Access, and Human Resources Information Systems (HRIS) People Soft; and
5. Demonstrated ability to communicate effectively both orally and in writing to include conducting formal presentations/training.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

Drug-Free Work Place Act Of 1988: "Pursuant To The Requirements Of The Drug-Free Workplace Act Of 1988, The Individual Selected To Fill This Position Will, As A Condition Of Employment, Be Required To Notify His Or Her Immediate Supervisor, In Writing, No Later Than Five (5) Days After Conviction Of Or A Plea Of Guilty To A Violation Of Any Criminal Drug Statute Occurring In The Workplace."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
	<u>EMAIL TO:</u>	cfsa.jobs@dc.gov	<u>TELEPHONE:</u>	(202) 724-7373

In Accordance With The Dc Human Rights Act Of 1977, As Amended, Dc Code Section 2.1401.01 Et Seq., ("The Act") The District Of Columbia Does Not Discriminate On The Basis Of Race, Color, Religion, National Origin, Sex, Age, Marital Status, Personal Appearance, Sexual Orientation, Familial Status, Family Responsibilities, Matriculation, Political Affiliation, Disability, Source Of Income, Or Place Of Residence Or Business. Discrimination In Violation Of The Act Will Not Be Tolerated. Violators Will Be Subject To Disciplinary Action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES ADMINISTRATION
